



## 2018 ERIE COUNTY CULTURAL FUNDING APPLICATION DIRECTIONS

1. Please review the Eligibility Requirements:

### **ELIGIBILITY REQUIREMENTS**

To be eligible for Erie County funding your organization must:

- ✓ Be located and provide services in Erie County; **AND**
- ✓ Be a 501 (c) (3) organization with tax-exempt status prior to July 2014; **AND**
- ✓ Have a board-approved strategic plan (Long form: Attachment I; Short form: Essay questions part III); **AND**
- ✓ Meet **ONE** of the following definitions of a Cultural Organization:
  - An organization that operates on a countywide or recognizable community level, which by the nature of its cultural activities and/or collections, is unique, distinctive and of significant quality.
  - An organization that provides visitors with access to programs and displays of the performing, visual, literary and media arts, and/or to exhibits and collections, which preserve and interpret our cultural, natural and scientific heritage.
  - An organization that particularly serves the cultural needs of significant segments of the County population, thereby contributing to the quality of life in Buffalo and Erie County.

### **SUNSHINE PROVISION**

Please be advised that any information you provide may be subject to public discussion as well as disclosure pursuant to New York State Public Officers Law.

### **RECOGNITION FOR COUNTY GRANTS**

Please also be advised that if your Organization is awarded funding, you must commit to acknowledging Erie County as a funding source on your organization's website, marketing materials, and/or other publications.

### **NEW YORK STATE NON-PROFIT REVITALIZATION ACT**

The New York State Non-Profit Revitalization Act became effective July 1, 2014. There have been additions and clarifications issued by NYS since then. It is every organization's responsibility to stay current with the provisions, knowing also that the law is the minimum standard for good governance. As this Act pertains to all 501(c)(3) organizations, Erie County expects all organizations to certify fiscal year compliance with the NYS Non-Profit Revitalization Act. Organizations should be prepared to provide evidence of compliance with specific components of the Act.

***PLEASE NOTE THAT CAPITAL FUNDING REQUESTS ARE NOT ELIGIBLE.***

2. If your organization meets these requirements, determine whether your organization is better served by completing the **Short form OR Long form**
  - **LONG FORM APPLICATION**
    - Organizations applying for consideration of ***grants greater than \$7,500*** are **required** to complete and submit the entire Long Form application with ALL required attachments.
  - **SHORT FORM APPLICATION**
    - Organizations applying for consideration of grants for ***no more than \$7,500 AND 2017 funding did not exceed \$7,500*** may select the Short Form which has fewer required essays and other questions.
    - If your organization elects to proceed with the Short Form, please note that the feedback provided from the application review will be minimal.

3. Download the application documents from [www.erie.gov/CulturalFunding](http://www.erie.gov/CulturalFunding).
  - Required downloads:
    - Checklist – for either the Long or Short
    - Application – either Long or Short form
    - Attachment G
  - If instructed in application:
    - Attachment J
    - Attachment K
  - Optional
    - Revenues & Expenses Worksheet (for Short Forms **only**)
4. Complete all parts of the Application Section 1 and save as a PDF file.
  - Use the Checklist to keep track of completed portions
  - Save all files according to the following specifications:
    - Acronym for your organization
    - Letter to match attachment
    - Year “2018”
      - e.g.: ECDEP.B.2018.pdf
      - e.g.: ECDEP-G-Sample1-2018.jpg
      - e.g.: ECDEP\_Application\_2018.pdf
    - **Any other naming convention will result in an incomplete application**
5. Compose all essays (Section 2 of each application) and save as a single PDF file.
  - Use the Checklist to keep track of completed portions
  - Label each part & question number with question at top of essay as courtesy to reviewer
    - e.g.:
 

III. Planning

1. Please describe your organization’s approach to institutional planning, including the roles of staff and board.

*Your answer here... (max 500 words)*

      - **Each question in the Long form is 500 words max**
      - **Short form:** each question is a max of 500 words; **EXCEPT PLANNING. Each question in Planning = 800 words max**
  - Save the file according to the following specifications:
    - Acronym for your organization
    - Letter to match attachment
    - Year “2018”
      - e.g.: ECDEP.B.2018.pdf
      - e.g.: ECDEP-G-Sample1-2018.jpg
      - e.g.: ECDEP\_Application\_2018.pdf
    - **Any other naming convention will result in an incomplete application**
6. Gather all required attachments listed in Section 3 required for your organization
  - Use the Checklist to keep track of completed portions
  - Save each file according to the following specifications:
    - Acronym for your organization

- Letter to match attachment
  - Year “2018”
    - e.g.: ECDEP.B.2018.pdf
    - e.g.: ECDEP-G-Sample1-2018.jpg
    - e.g.: ECDEP\_Application\_2018.pdf
  - **Any other naming convention will result in an incomplete application**
7. SUBMIT your application at [www.erie.gov/CulturalFunding](http://www.erie.gov/CulturalFunding) by **11:59pm on THURSDAY, JUNE 8, 2017**.
- There is a space for each item to be attached. If you have more to provide to the EACAB, attach it at the bottom, where it says “Any Other Relevant Attachment”
  - Each file uploaded must be titled according to the following specifications:
    - Acronym for your organization
    - Letter to match attachment
    - Year “2018”
      - e.g.: ECDEP.B.2018.pdf
      - e.g.: ECDEP-G-Sample1-2018.jpg
      - e.g.: ECDEP\_Application\_2018.pdf
    - **Any other naming convention will result in an incomplete application**
  - If your application was successfully submitted, you will see the following message: "Thank you, your submission has been received."
    - No other confirmation will be provided
8. Assistance with the submission will be available until 5:00pm on Thursday, June 8, 2017.
- Should this create a hardship for your organization, ASI can provide assistance; please contact them well in advance at: <http://www.asiwny.org/> or (716) 362-8389. If you require additional assistance, please contact the Erie County Department of Environment & Planning (DEP) at (716) 858-1916 or [mariely.ortiz@erie.gov](mailto:mariely.ortiz@erie.gov).

***ERIE COUNTY RESERVES THE RIGHT TO REQUEST ADDITIONAL INFORMATION.  
LATE OR INCOMPLETE APPLICATIONS WILL NEGATIVELY AFFECT YOUR SCORE.***